

Phase I: Getting Started

1. Establish a Task Force

Project number of members

List specific criteria for task force members – (e.g. training background, educator)

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Suggestions for staff who will function as lead for the process

List organizations, agencies and/or companies that would provide volunteer participation

List HBA members, community leaders and/or other individuals to be considered for participation

Determine the number members required for the Task Force

Refine the prospective member list by circling Yes or No beside the name

Name of Potential Members

[illegible]

Record information for those to be contacted to serve on the Task Force

Name	
Title/Organization	
Phone	
Name	
Title/Organization	
Phone	
Name	
Title/Organization	
Phone	
Name	
Title/Organization	
Phone	
Name	
Title/Organization	
Phone	
Name	
Title/Organization	
Phone	
Name	
Title/Organization	
Phone	
Name	
Title/Organization	
Phone	
Name	
Title/Organization	
Phone	

2. Breaking Ground – Exploring the Options

List areas of interest. Indicate level of appeal

	High	Moderate	Low
	High	Moderate	Low
	High	Moderate	Low
	High	Moderate	Low
	High	Moderate	Low
	High	Moderate	Low
	High	Moderate	Low
	High	Moderate	Low
	High	Moderate	Low
	High	Moderate	Low
	High	Moderate	Low
	High	Moderate	Low

Project or Program – indicate level of interest

Project	High	Moderate	Low
Program	High	Moderate	Low

Project or Program – list advantages and disadvantages

List project advantages

List project disadvantages

List program advantages

List program disadvantages

List prospective target audience(s)

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Project the number that the project/program will serve

List prospective funding resources – specific (e.g. HUD, Fannie Mae Foundation) and broad (e.g. Government, Foundations) categories

List secured funding sources

3. Building a Good Foundation – Assessing the Need

List key survey results

4. Using the Blueprint – Making Recommendations

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Type of activity: (e.g. internships, service learning, student chapters, training)

Project Program (circle one)

Target audience:

Specific community needs that will be addressed:

Potential success factors:

Potential funding resources:

[illegible]